



The Civil Parish of

Leek Wootton & Guy's Cliffe

DRAFT VOLUNTEER POLICY

Adopted by the Parish Council on 4 February 2026

Next review: May 2027

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1. INTRODUCTION

This policy sets out the broad principles for voluntary involvement in activities overseen by Leek Wootton & Guy's Cliffe Parish Council (LW&GC PC). It will be reviewed periodically to ensure that it is relevant to the needs of LW&GC PC and its volunteers.

LW&GC PC acknowledges that volunteers contribute in many ways, that their contribution is unique, and that volunteering can benefit the local community and the volunteers themselves. LW&GC PC values the contribution made by volunteers and is committed to involving volunteers in ways which are appropriate and supportive.

2. POLICY

- a Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit the community.
- b Volunteers expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation. Volunteers must be accommodated from all walks of life where it is safe to do so based on Health and Safety assessment.
- c LW&GC PC has signed up to the Civility & Respect Pledge. By signing the Pledge, the Council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.
- d No enforceable obligation, contractual or otherwise, can be imposed on volunteers to give, or be set a minimum amount of time to carry out the tasks involved in their voluntary activity.
- e LW&GC PC cannot be compelled to provide either regular work or payment or other benefit for any activity undertaken by a volunteer.
- f Volunteers must normally carry out only less hazardous work (for example, path maintenance, grass cutting, litter picking). Use of any powered tools should be at the discretion of the Event Supervisor and should be within the competence level of the volunteer.
- g Volunteers must be adequately trained to be able to carry out tasks, sufficient to ensure their health and safety. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment. The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work
- h Volunteers should strive, while carrying out Council tasks, to conduct themselves in ways which do not negatively affect the Council's reputation.
- i On condition that volunteers are working at the sole request of, and under the sole control of LW&GC PC, the Council's liability insurance policies include their activities and liability towards them. However, the Council does not insure the volunteer's personal possessions against loss or damage.
- j A risk assessment (Appendix 1) will be undertaken by the event supervisor to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.
- k The risk assessment should include as a minimum:
 - a. The job or activity
 - b. The existing competency of volunteers
 - c. The circumstances of the work (e.g. the degree of supervision)

- d. The tools and/or equipment being used
- e. Training requirements
- I Volunteers act in the execution of the council's business, do not make decisions whilst acting on the council's behalf, and have no voting rights in the council's business. The Clerk to the Parish Council, Chair, Vice Chair OR Working Group are responsible for the recruitment, selection and induction of volunteers as well as evaluating their contribution within the organisation.
- m In most cases you will need to be over 16 years of age to volunteer independently, and under 18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult. We do not have an upper age limit for volunteers but there may be situations that require us to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.
- n The Clerk will keep an accurate file of each volunteer. Files will include the volunteers personal contact information (Appendix 2), signed agreement (Appendix 3) and any training attended. This file will be treated in accordance with the Data Protection Act (1998). All communications will go through the Clerk.
- o Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
- p A copy of this policy will be provided to all volunteers.

APPENDIX 1: Risk Assessment for Volunteers

Name of Volunteer:

Signature:

Name of Supervisor:

Signature:

Description of job/activity:

Task Described

Competence of volunteers

Circumstances of work

Tools and/or equipment

Training requirements

Level of supervision

- Independent
- Minimal
- Direct

 Own
 Supplied
(Specify training given)

Other comments:

Date completed:

APPENDIX 2: Volunteer Agreement

We hope you will enjoy volunteering with Leek Wootton & Guy's Cliffe Parish Council.

This agreement tells you what you can expect from us, and what we will expect from you. It is in honour only. It is not a legally binding contract of employment and can be cancelled by either party at any time.

We will:

1. Tell you how Leek Wootton & Guy's Cliffe Parish Council runs, and what you will be doing.
2. Give you any training you need.
3. Respect your skills and dignity.
4. Have regular reviews with you, in which you can tell us how you are getting on, and we will let you know how you are doing.
5. Give you money towards your travel costs (up to our current maximum).
6. Tell you about any changes that will affect your volunteering with us.
7. Provide a safe workplace free from discrimination.
8. Apply our complaints procedure if there is any problem.

I, (insert name) agree to:

1. Work reliably to the best of my ability.
2. Be respectful to others.
3. Tell you in advance if I can't volunteer at my usual time.
4. Follow Leek Wootton & Guy's Cliffe Parish Council's rules and procedures, including those for health and safety, equal opportunities and confidentiality.
5. Agree to a DBS check if needed.

Signed:

Date:

APPENDIX 3: Volunteer Contact Details

EMERGENCY/CONSENT CONTACT

Please give details of your emergency contact.
Their signature is not required.

Under 18s please give details of your parent or
guardian below, with signature to confirm their
consent. They will also be your emergency
contact.

Name:

Address:

Tel/Mob:

Email:

Signature:

Date:

Training taken	Type of training	Date completed

Contact information, agreements and training records, once submitted, are held by the Clerk

APPENDIX 4: Volunteer Tasks

Task	Frequency	Comments
Committees and working parties		
Community Café	Weekly on Friday mornings	Activities carried out include serving visitors, preparing drinks/food, maintaining cleanliness and general support. Initial training and support provided. Wear protective garments to comply with hygiene standards.
Community Resilience Group	Contact within emergency notification system	Advisory re Emergency Plan
Community Speedwatch	Ad hoc	Activity carried out under supervision of Warwickshire Police liaison Wear HiViz jackets near highways
Environment Group	Ad hoc	Surveys
LWWMRG Car Park maintenance	Ad hoc	Car park marking Other maintenance
LWWMRG Consultative Committee (A committee of the LWWMRG Trust)		Advisory committee
Neighbourhood Plan Steering Group		
The Lunch Project		
Community maintenance tasks		
Cleaning and maintenance of benches	Ad hoc	Wear HiViz jackets near highways
Cleaning and maintenance of bus shelters	Ad hoc	Wear HiViz jackets near highways
Maintenance of litter & dog waste bins	Ad hoc	Wear HiViz jackets near highways
Festival decoration	Regular and ad hoc events, e.g. Christmas / local or national anniversaries, etc	
Grounds maintenance (pruning, mowing, strimming, etc outside of formal contract)	Ad hoc	Use PPE Wear HiViz jackets near highways

Litter Picking	Ad hoc	Use PPE Wear HiViz jackets Equipment available
Playground: Cleaning and maintenance of equipment	Ad hoc	Volunteers provide equipment
Playground: playbark distribution	Ad hoc	Volunteers provide equipment